

**GROUP UNIVERSAL LIFE (GUL) & ACCIDENTAL DEATH & DISMEMBERMENT  
(AD&D) PROGRAM  
FREQUENTLY ASKED QUESTIONS (FAQ)  
January 1, 2013**

**Minnesota Life Insurance Company is the underwriter of the State of Delaware's GUL and AD&D Program.**

Disclaimer: If there is any conflict in interpretation between information contained in this FAQ, policy language and/or existing law, policy language and/or existing law will govern.

**Q 1.0 What is Group Universal Life (GUL) Insurance?**

A 1.0 GUL insurance provides eligible employees with life insurance protection to help secure the future for those who financially depend on you. Every person has a different need when it comes to insurance protection. As your personal and financial obligations grow and/or change, so does the need for life insurance protection. The State of Delaware's GUL program lets you customize life insurance based on your needs.

**Q 2.0 What is Accidental Death & Dismemberment (AD&D) coverage?**

A 2.0 All employees enrolled in the GUL program are automatically provided with AD&D coverage to age 70. The amount of AD&D coverage payable is based on the type of loss and the amount of insurance you have in effect at the time of the injury and/or accident. The amount of insurance payable excludes contributions, if applicable to the Cash Accumulation Account. More information on this coverage is displayed on the Statewide Benefits Office website at [http://ben.omb.delaware.gov/life/documents/add\\_benefit.pdf](http://ben.omb.delaware.gov/life/documents/add_benefit.pdf)

**Q 3.0 Who is eligible to enroll for coverage?**

A 3.0 Employee

You are eligible for enrollment if you are a permanent full-time employee (regularly scheduled 30 or more hours per week or 130 or more hours per month), permanent part-time employee (regularly scheduled to work less than 130 hours per month, but a minimum of 15 hours per week), limited term as well as elected and/or appointed State official, including Board Member.

Dependent Term Life – Each benefit eligible active employee may elect Dependent Term Life coverage.

Spouse

Legal spouse. Effective January 1, 2012, the Delaware Civil Union and Equality Act of 2011 ("the Act") became effective. This Act created a legal relationship of civil unions in the State of Delaware and further recognizes legal unions between two persons of the same sex entered into jurisdictions outside of Delaware

provided that such unions and the parties thereto meet Delaware eligibility requirements to enter into a civil union in the State of Delaware. Persons who enter into a lawful civil union in Delaware on or after January 1, 2012, have the same rights, benefits, protections and responsibilities as married persons under Delaware law and in this program.

#### Child(ren)

Eligibility begins at live birth. To be covered, a child must be under age 26 and either:

- born to the employee or his or her spouse,
- adopted by the employee or his or her spouse,
- placed in the home of the employee or his or her spouse for adoption, or

You may be required to submit proof of relationship, such as birth certificate or adoption papers in the event of a claim. Eligibility ends at the end of the month in which the child attains age 26.

#### Coverage for Other Children

You may also cover a child who is not yours or your spouse's natural or adoptive child if the child is:

- unmarried; and
- living with you in a regular parent-child relationship; and
- dependent upon you for support, and qualifies as your dependent under Internal Revenue Code §105 and §152; and
- is under age 19; or
- is under age 24 if a full-time student.

#### Description of Full-Time Students (for Other Children):

Other children who are full-time students can be covered to age 24. A child is considered a full-time student by the school he or she is attending (normally this is at least 12 credit hours). However, only 9 credit hours are necessary if the student is in the semester before graduation. The school must have:

- A regular faculty,
- A set curriculum,
- A tuition requirement, and
- A regular student body attending.

The school may be a:

- Prep school,
- Vocational or trade school,
- Junior college
- Seminary, or
- College or university

In the event of a claim and for each child, you will be required to show proof of dependency, such as a birth certificate, court order, or federal tax return.

Disabled Children

A Disabled child can be covered beyond the dependent child age limits. The disabled child may be covered if he/she:

- was covered continuously as a dependent child in the Group Term Life program through his or her parent before reaching the dependent child age limit;
- is not married; and
- is providing 50% or less of his/her own support because of a disability that is expected to last more than 12-months or result in death;

**Q 4.0 What coverage options are available to new and newly eligible employees?**

**A 4.0** Benefit eligible active employees may purchase one to six times base annual salary up to \$350,000.

During your initial 90 calendar day eligibility period, benefit eligible active employees may purchase one, two or three times base annual salary up to \$200,000 without providing proof of good health or you may also purchase four, five or six times base annual salary up to \$350,000 with proof of good health. Your GUL and AD&D coverage will be based on your “Highest Ever Salary”. This means that if in the future, your base annual salary increases, your coverage will automatically be increased appropriately up to \$350,000. Subsequently, if your base annual salary decreases (i.e., you change your position from full-time to part-time), your GUL and AD&D coverage amount will not decrease. Employees purchasing the maximum guarantee issue amount of \$200,000 are not eligible for automatic coverage increases as a result of salary changes.

Dependent Term life coverage is available for purchase by employees enrolled in the GUL program. Employees may purchase spouse only coverage, child(ren) only coverage or spouse and child(ren) coverage. Employees have the following dependent life options to select from:

Spouse:	\$20,000/\$7.05 per month
Spouse:	\$10,000/ \$3.08 per month
Child:	\$10,000 for each eligible child/\$1.16 per month
	(Covers all eligible children)

**Q 5.0 What are the monthly Life and AD&D rates?**

**A 5.0** The monthly GUL and AD&D rates displayed in the chart below are effective January 1, 2013 through December 31, 2015.

Age	Rate/\$1,000	Age	Rate/\$1,000
< 30	\$0.052	87	\$5.540
30-34	\$0.062	88	\$5.940
35-39	\$0.082	89	\$6.380
40-44	\$0.102	90	\$6.850
45-49	\$0.152	91	\$7.400
50-54	\$0.262	92	\$8.010
55-59	\$0.412	93	\$8.740
60-64	\$0.642	94	\$9.590
65-69	\$1.122	95	\$10.930
70-74	\$1.990	96	\$13.130
75-79	\$3.080	97	\$16.910
80-84	\$4.720	98	\$23.340
85	\$4.820	99	\$25.070
86	\$5.160		

Rates include AD&D coverage until age 70.

**Q 6.0 How can I enroll?**

- A 6.0** Benefit eligible active employees will be sent an enrollment packet to their home address by Minnesota Life when first eligible. Employees may enroll online through Minnesota Life's secure website at [www.lifebenefits.com](http://www.lifebenefits.com).
- The user name is your six digit State of Delaware employee ID number with the letter "d" in front of it.
  - The password is your eight digit date of birth (mmddyyyy) plus the last four digits of your Social Security number. You will be required to change your password when you enter the site for the first time.
  - Employees without internet access can complete the paper application contained in the enrollment packet and return it directly to Minnesota Life in the postage-paid envelope provided in the enrollment packet.

Enrollment records for this program are solely maintained by the Minnesota Life Insurance Company. Eligible employees who do *not* enroll in this program will have no life insurance coverage.

**Q 7.0 When will coverage become effective?**

- A 7.0** Coverage not requiring proof of good health will become effective the first of the month following 90 calendar days of continuous employment. Coverage requiring medical underwriting (proof of good health) will be effective the first of the month following completion of the 90 calendar day waiting period (for new hires and newly eligible employees) and approval from Minnesota Life.

**Q. 8.0 Who is responsible for the premium payment?**

- A 8.0** All enrolled individuals are responsible for the total cost of coverage. Employees

employed in a benefits eligible active position *must* have their premiums deducted through the convenience of bi-weekly payroll deductions. If you are no longer employed in a benefits eligible active position, you will be placed in Minnesota Life's direct bill system.

**Q 9.0 Can I enroll after my initial 90 calendar day eligibility period expires?**

**A 9.0** Yes as there is no open enrollment period for life insurance. Benefit eligible active employees can apply for enrollment anytime after their initial eligibility period expires by providing proof of good health and change their current elections by contacting Minnesota Life directly at (877) 215-1489 or by email at [lifebenefits@securian.com](mailto:lifebenefits@securian.com).

Effective November 1 – 21, 2012, the State of Delaware will be sponsoring a one time open enrollment period to allow benefit eligible active employees an opportunity to enroll or increase coverage by one level up in the GUL and AD&D program. Benefit eligible active employees who are not currently enrolled may elect up to the guaranteed issue limit of the lesser of 3 times salary or \$200,000. Coverage amounts elected during the open enrollment period that are approved by Minnesota Life will become effective on January 1, 2013. Amounts requiring proof of good health will become effective on the date of approval or January 1, 2013, whichever come later. Employees previously declined are not eligible for this offer.

**Q 10.0 Can I increase my coverage level after my initial eligibility period?**

**A 10.0** Yes, you may apply to increase coverage at any time by providing Minnesota Life with proof of good health. Enrolled employees who experience a family status change (marriage, civil union, birth or adoption of a child) may increase their coverage by one level up to three times base annual salary up to \$200,000 without providing proof of good health if you apply within 31 calendar days of the life event. If you experience a family status change and you are already enrolled at a level of three times or greater, you must provide proof of good health to Minnesota Life to increase your coverage amount.

**Q 11.0 What happens to my coverage if I become disabled?**

**A 11.0** The State of Delaware's Group Universal Life (GUL) insurance program includes an important feature to protect disabled employees. If you become totally disabled while enrolled in the GUL program, the State will pay your (employee only) life insurance premium for as long as you are deemed totally disabled or until you attain age 65, whichever occurs first. If you cease to be totally disabled prior to age 65, or if you fail to give proof of your continued disability when requested by Minnesota Life, the State's payment of your insurance premium will cease, but you may continue your coverage if you promptly resume paying the applicable premium for the coverage. More information on this valuable benefit is displayed on Statewide Benefits website at [http://ben.omb.delaware.gov/life/documents/premium\\_waiver\\_061908.pdf](http://ben.omb.delaware.gov/life/documents/premium_waiver_061908.pdf)

- Q 12.0 What is a Cash Accumulation Account and how does it work?**  
**A 12.0** Whether your plans include a college education for your child(ren) or a supplemental retirement income, funding a cash accumulation account is a tool that can help you accumulate the savings you want. The cash accumulation account consists of *additional* premium that you choose to pay into your GUL policy. The additional premium grows tax-deferred in Minnesota Life's Guaranteed Account and your contributions grow at a minimum rate of four percent. A three percent administrative charge is deducted from each contribution into the cash accumulation account. You may also make lump sum contributions, start, and stop or change your contributions at any time.
- Q 13.0 Can I access the premium in my Cash Accumulation Account?**  
**A 13.0** Yes, through policy loans or cash withdrawals. Loans are available at a low net rate of two percent. You may make partial withdrawals of at least \$100 from your cash accumulation account.
- Q 14.0 What happens to my insurance if I take an unpaid leave of absence?**  
**A 14.0** After six continuous pay periods without a bi-weekly payroll deduction, Minnesota Life will automatically send a quarterly bill to your home for continued premium payments. If you know that you will be on an extended leave of absence, please contact Minnesota Life at (877) 215-1489 or by email at [lifebenefits@securian.com](mailto:lifebenefits@securian.com) as soon as possible to make premium paying arrangements *PRIOR* to your leave. When you return from leave, you will automatically be placed back on the State of Delaware's premium deduction file for future payroll deductions.
- Q 15.0 What is the Accelerated Benefit and how does it work?**  
**A 15.0** An accelerated benefit allows terminally ill GUL enrollees to receive payment of either the full amount or a partial amount of their death benefit *prior* to death. An accelerated payment will not include AD&D and the minimum that can be accelerated is \$10,000. The primary insured may also choose to accelerate a portion of the death benefit, providing the remaining amount is at least \$25,000. To access this benefit, please complete the Notice of Claim for Accelerated Benefit form displayed on Statewide Benefits Office website at <http://ben.omb.delaware.gov/life/index.shtml>. A terminal condition is a condition caused by sickness or accident which directly results in a life expectancy of twelve months or less.
- Q 16.0 What happens to my coverage when I retire, terminate employment or are no longer actively employed in a benefit eligible position with the State of Delaware?**  
**A 16.0** You will be able to port (take with you) 50% of the coverage in effect as of your last day of employment in a benefits eligible position under the portability provision of the GUL program. Amounts not continued under the portability

provision can be converted to an individual policy (premiums are based on attained age) with Minnesota Life if applied for within 31 days of employment termination or retirement. For more information regarding the portability or conversion provisions, please contact Minnesota Life directly at (877) 215-1489 or by email at [lifebenefits@securian.com](mailto:lifebenefits@securian.com).

**Q 17.0 How will my beneficiary(ies) know that I am enrolled in this program?**

A 17.0 You must communicate your enrollment in the State of Delaware's GUL and AD&D program to your beneficiary(ies) and let them know where your Certificate of Coverage is stored. Beneficiary(ies) may also contact Minnesota Life at [lifebenefits@securian.com](mailto:lifebenefits@securian.com) or by telephone at (877) 215-1489 between the hours of 8:00 a.m. and 7:00 p.m. (ET), Monday through Friday for enrollment information.

**Q 18.0 How do I make a beneficiary change?**

A 18.0 Designating a beneficiary is important because it allows you to determine who receives the proceeds from your GUL policy in the event of your death. If no beneficiary is designated, proceeds are paid according to a policy default as follows: spouse, child(ren), parents and estate. You may view or make changes to a current designation by logging onto Minnesota Life's secure website at [www.lifebenefits.com](http://www.lifebenefits.com). (Refer to login instructions on Q & A # 6.0). Employees without internet access can complete the paper designation form available on Statewide Benefits Office website at <http://ben.omb.delaware.gov/life/index.shtml>. It is highly recommended that you review your beneficiary designations at least every five years.

**Q 19.0 How is a death claim filed?**

A 19.0 Beneficiary Statement forms are posted on Statewide Benefits Office website at <http://ben.omb.delaware.gov/life/index.shtml> that can be downloaded, completed and returned directly to Minnesota Life for processing. Minnesota Life's mailing address is referenced on the form.

**Q 20.0 How do I make other changes to my policy?**

A 20.0 Enrolled employees may make changes to their policy, such as changing a beneficiary or setting up a cash accumulation account by logging onto Minnesota Life's website at [www.lifebenefits.com](http://www.lifebenefits.com), using your user ID and created password. Employees without internet access can utilize the Universal Life Service Request form displayed Statewide Benefits Office website at [http://ben.omb.delaware.gov/life/documents/universal\\_life\\_service\\_request\\_LCE.pdf](http://ben.omb.delaware.gov/life/documents/universal_life_service_request_LCE.pdf)

**Q 21.0 Who do I contact if I have questions?**

A 21.0 You may contact Minnesota Life directly at [lifebenefits@securian.com](mailto:lifebenefits@securian.com) or by telephone at (877) 215-1489 between the hours of 8:00 a.m. and 7:00 p.m. (ET), Monday through Friday. You may also contact Leslie Ramsey of the Statewide Benefits Office at (302) 739-8331 or by email at [leslie.ramsey@state.de.us](mailto:leslie.ramsey@state.de.us).

**Q 22.0 What is a Modified Endowment Contract (MEC)?**

**A 22.0** A MEC is an insurance contract for which the “premiums” plus voluntary contributions to a Cash Accumulation Account exceed a limit calculated in accordance with IRC Section 7702A. Log onto [www.lifebenefits.com](http://www.lifebenefits.com) for detailed information regarding a MEC status. If you have additional questions, please contact Minnesota Life directly at [lifebenefits@securian.com](mailto:lifebenefits@securian.com) or by telephone at (877) 215-1489 between the hours of 8:00 a.m. and 7:00 p.m. (ET), Monday through Friday.

**Q 23.0 What other services are included in this program?**

**A 23.0 Legacy Planning Services**

Effective January 1, 2013, **Legacy Planning Services** will be added to the program. Log onto <https://www.securian.com/legacy/ssl/home.do> for information and resources on preparing your own final plans and arrangements to share with loved ones. The website will also help you find information to guide you through planning a loved one’s funeral or memorial service.

**Beneficiary Financial Counseling**

Beneficiaries who receive at least \$25,000 in policy benefits may choose to receive independent beneficiary financial counseling services from PricewaterhouseCoopers LLP (PwC). PwC does not sell investments or other financial products and no information will be given to PwC without the beneficiary(ies) consent. Financial counseling services are designed to help beneficiaries understand and address financial decisions at a difficult time.

**Will Preparation and Legal Services**

Minnesota Life selected Ceridian LifeWorks’ to provide will preparation and legal services to benefit eligible active employees, their spouses and other dependents at no cost. Key services include:

- **Consult with an attorney.** You are entitled to a free 30 minute initial consultation, in person or over the phone, with an attorney in your state of residence. You may use the time to discuss pre-existing or future legal matters, or to have documents reviewed. To be matched with an attorney in your state of residence, visit [www.lifeworks.com](http://www.lifeworks.com) or call (877)-849-6034.
- **Create wills, financial power-of-attorney, living will or final arrangements.** At [lifeworks.com](http://lifeworks.com), you can create a legally valid will and other legal documents in less than an hour!
- **Receive referrals to local attorneys and mediators.** Ceridian LifeWorks’ has a network of over 22,000 attorneys nationwide participating in this program. You may visit [www.lifeworks.com](http://www.lifeworks.com) or call (877)-849-6034 to request a referral to an attorney in your area at any time after enrollment in the GUL program.

- **Download legal forms.** You may download legal forms, such as affidavits, real estate forms, etc., online from [www.lifeworks.com](http://www.lifeworks.com). These forms are not legally valid and are intended to be “for your information”. We encourage you to use your initial attorney consultation to discuss your personal situation and receive advice appropriate for your specific situation.
- **Get your legal questions answered.** Lifeworks.com has a vast library of legal information and resources for your reference.
- **Retain an attorney at a 25 percent discount.** After your initial consultation, you may retain your network attorney and receive a 25% discount from the participating attorney’s normal hourly rate. You are not obligated to retain an attorney. Also, if you are uncomfortable with the attorney you were originally matched, you may request a referral to another attorney in your area.

Visit Ceridian LifeWorks' at [www.lifeworks.com](http://www.lifeworks.com) or call (877)-849-6034

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